

~~CONFIDENTIAL~~

24 September 1951

(From Mr. Wisner)

RESPONSIBILITIES OF  
DIRECTOR OF TRAINING  
AND  
DEPUTY DIRECTOR (PLANS)  
FOR COVERT TRAINING

1. Director of Training is responsible for directing and coordinating covert training conducted in the U.S. Overall policies and programs for covert training will be coordinated with DD/P. Exercises staff supervision over covert training conducted by the covert offices overseas.
2. Deputy Director (Plans) will review overall policies and programs for covert training conducted in the U.S. and will direct and coordinate covert training conducted by the covert offices overseas.

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26 September 1951

TO: Executive Officer, DD/P  
FROM: Director of Training  
SUBJECT: Responsibilities of Director of Training and DD/P for Covert Training.

1. Inasmuch as the Director of Training is not responsible for overseas training, and has not yet been called upon to exercise staff supervision for overseas training, I suggest that in the last sentence of paragraph 1 there be added "When requested", before the word "Exercises".

2. I concur in paragraph 1 and 2 with the addition of the above.

/s/ MATTHEW BAIRD

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22 March 1951

MEMORANDUM FOR: Mr. McConnel  
Colonel Baird  
Mr. Wisner  
General Wyman

When I established the Office of the Director of Training, it was my intention that he should plan, direct, and supervise the basic training for operational personnel of the Agency. Accordingly, the function of the Assistant Directors in charge of SO and PC operations would be to establish minimum specifications for the basic training of their personnel, to observe, correct, suggest to, and assist Colonel Baird in carrying out this service for the Agency at large. Thus, as my representative for training, Colonel Baird would proceed to produce basically trained personnel for Agency operations in accordance with the specifications furnished him by the Assistant Directors concerned. I do not want this basic training compartmented, and I see no difficulty in handling it under centralized direction.

/s/ WALTER B. SMITH  
Director

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17 March 1951 Hon. John McCloy

I am trying to build up a corps of well-qualified men here who are interested in making a career with the CIA. To effect this I recently established a Training Office which functions - much as I dislike the term - as a sort of Career Management Office.

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